

VENDOR SETUP INSTRUCTIONS

Location: Santa Fe Station Casino - 2nd Floor Ballrooms
4949 N Rancho Dr, Las Vegas, NV 89130
Catering Department: (702) 515-4348

Dates of Event: Wednesday, October 23, 2019 from 10:00 am to 3:00 pm

Vendor Setup: Setup is Wednesday, October 23, 2019 from 8:00 am to 10:00 am
Event doors will be closed at 9:50 pm.

Vendor Entrance: Vendors should come in the Santa Fe Station main entrance (see map).
There are event escorts to direct you to your vendor space. Please bring your own carts/dollies.

Tear Down: Wednesday, October 23, 2019 from 3:00 p.m. to 5:00 p.m.
All exhibit material must be removed from the Veil Pavilion by 5:00 p.m.

Exhibit Space: Table top spaces 8' x 8' and include one 8' table and 2 chairs.

Vendor Badges: Vendors receive up to 4 free badges per vendor space.

Additional Services: You may bring your own extra tables & chairs. Renting: tables \$25 and chairs \$5 ea.

Electricity: Electric is available only to spaces against the outer walls.
There is a \$50 charge for electricity. Electrical deadline is one week prior to the event.


Shipping: For Pre or Post shipping contact the Santa Fe Station Catering Department: (702) 515-4348.

Check-in: A registration booth will be setup at the entrance of the event during all setup hours.
Exhibit badges will be handed out during Monday morning check in.

Lodging: The Santa Fe Station Hotel has rooms available at: Santafestation.sclv.com

Parking: Self Parking Free all weekend. Valet is available.

Food: Pro Expo will provide a continental breakfast & lunch.
There are also several restaurants inside the Santa Fe Station Casino available for lunch.

 **Marketing:** Do what you can to help promote the event, a good attendance helps everyone.
Promote the event on your social media or any other promotions you are using.
If you would like email invitations for the event, contact Pro Expo (702) 331-1350.

Security: Security will be present, but that does not guarantee your belongings are safe.

- The expo is open to the public, the responsibility for safeguarding your exhibit is yours.
- During setup and tear down have someone remain at your booth.
- Cover and lock items on display after set up is complete.
- The show promoter is not responsible for lost, damaged or stolen items.



Santa Fe Station Casino

4949 N Rancho Dr, Las Vegas, NV 89130

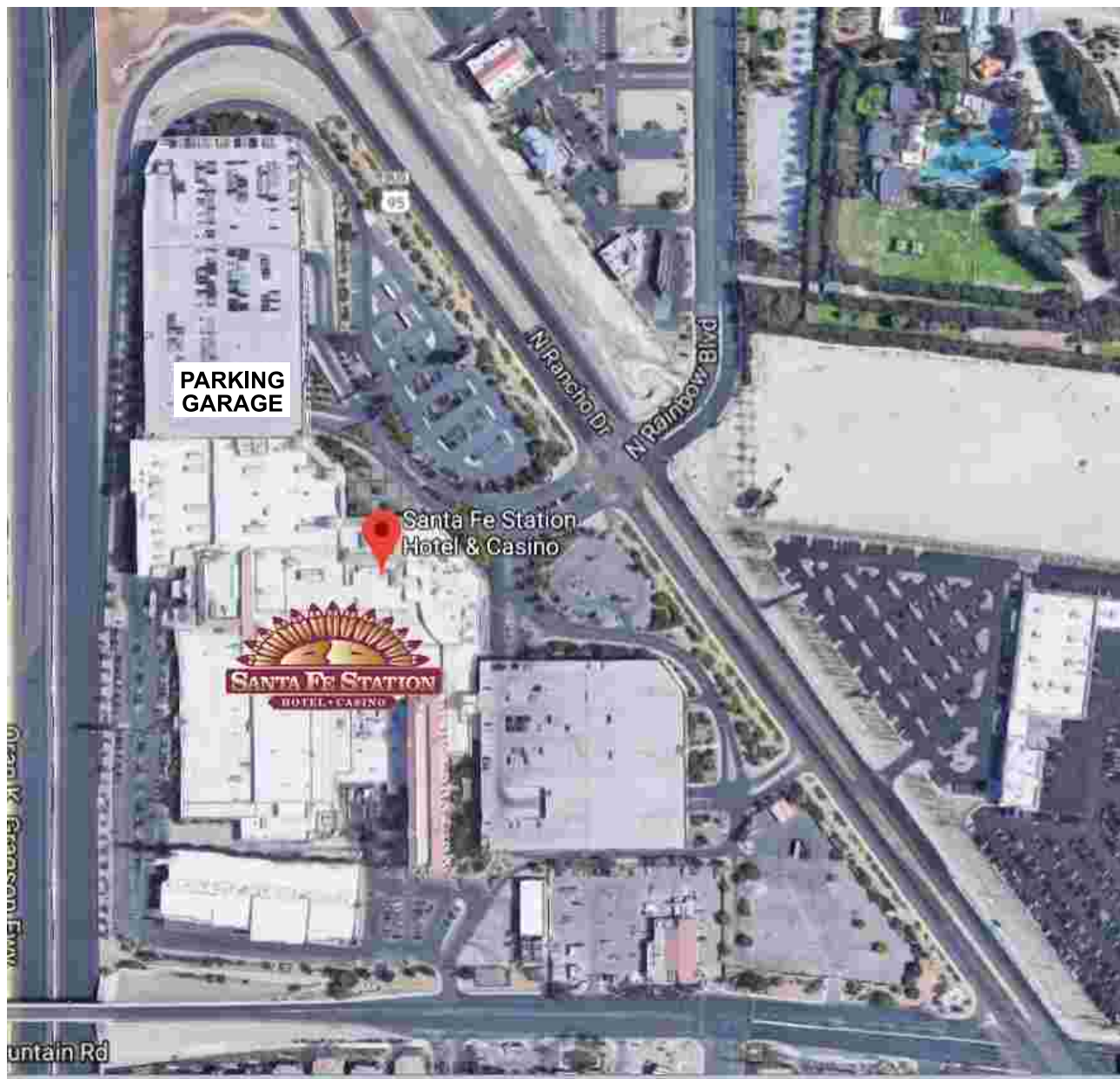
Grand Ballroom (Second Floor)

Load-in: Wednesday, 8:00 am - 10:00 am

- Vendors may unload at the casino entrance
- Please bring your own carts/dollies
- Use the escalader to the 2nd floor ballroom
- Event Greeters will be onsite to direct all vendors to their reserved spaces

NO PARKING AT THE CASINO ENTRANCE

Vendors must unload at the casino entrance
and then park in the lot.



RENTAL ITEMS

Order deadline: the Friday prior to the event.

1

Event: _____

☐ Electricity Booth # _____ \$50

- Electric is available only along the walls of the ballroom
- Vendor must bring an extension cord
- Vendor must bring a power strip if you need multiple outlets

☐ Extra Table(s) _____ Booth# _____ \$25 ea

☐ Table Cloth(s) _____ Booth# _____ \$10 ea

☐ Extra Chair(s) _____ Booth# _____ \$5 ea

☐ WIFI for the event Booth# _____ \$45

Total: _____

Company _____

Contact _____

Phone _____

Onsite # _____

Address _____

City _____ State _____ Zip _____

Email _____

Signature _____ Date _____

CREDIT CARD PAYMENT

☐ VISA ☐ MC ☐ AMEX ☐ DISCOVER

Security Code _____

Card #

Expires -

Name on Card _____ Signature _____ Date _____

By signing this vendor agreement you agree that all event sales are final, there are no refunds and your vendor space will be paid in full regardless of event participation. All credit card balances will be charged 30 days of the event. For any reason full payment is not made by date of event, the signer agrees to pay any and all collection fees, attorney fees and court costs incurred by Pro Expo, Inc. to enforce the terms of this contract.

1. Fax: (702) 331-6050

2. Email: Scan (or) take a picture **Info@LocalEvents.vegas**

3. Mail: Pro Expo, 8515 Edna Ave. Suite 260, Las Vegas, NV 89117

LOCAL EVENTS .VEGAS

(702) 331-1350

Insert a company promotional item in the goody bag

There is no cost to vendors



Insert a company promotional item in the Goody Bags that are handed out at the entrance. To get into the goody bag just fill out this form and send it back to us. Bring 100 items to the event by 9:00 am. *Promotional items only, no business cards or flyers.*

☐ **Yes, we would like to donate a promotional item for the bag.**

Item: _____
Description of the goody item

Quantity: _____ *Promotional items only, no business cards or flyers.*

☐ **Yes, we would like to donate a door prize.**

Pro Expo picks a door prize winners and directs the winner to the vendor's table to pick up their prize.



Description of the door prize

Vendor: _____ Event: _____

Contact: _____ Booth #: _____

Phone: _____

Email: _____

Fax completed contract to: (702) 331-6050

Or scan & email (or) take a picture & text to: **Info@ProExpo.vegas**

Send payment to: <https://www.paypal.me/ProExpo>

Mail to: Pro Expo at 8515 Edna Ave. Suite 260, Las Vegas, NV 89117

ProExpo.Vegas
EVENT MANAGERS AND PRODUCERS

702 x331x1350